



Our Lady Queen of Peace Catholic Primary School

Station Road, Penshaw, Houghton-Le-Spring, DH4 7JZ

Telephone: 0191 3854545

Email: admin@olqoprprimary.org.uk

Website: www.olqoprprimary.org.uk

Acting Head Teacher: Mrs E.Maher

26-08-20

Dear parents/carers,

We hope you are all safe and well following the summer break and ready for the return to school. This has undoubtedly been a challenging period for us all, where we have all had to find new ways of working and caring for each other during a time of international uncertainty. I would like to take the opportunity, as we move into a new academic year, to thank everyone in our community for their continued support of our children. Our dedicated staff have worked incredibly hard and will continue to do so, to give our children the best education possible. Also, to you, our brilliant families, who have risen to the challenge of home schooling and live to tell the tale! Thank you!

We are very much looking forward to welcoming back all of our wonderful pupils next week and hope to return to normal school life as much as possible. We are also excited to meet our new Nursery and Reception children, who we know will make lots of new friends and will have lots of support to help them settle in. We are working hard to make our school a safe, enjoyable environment and have used the Government Guidance to develop a comprehensive school reopening plan and risk assessment. This can be found on the school app and also on the school website.

To help parents and families understand the actions we are taking to keep everyone safe and our expectations of everyone, the information below summarises the main points in the risk assessment. We hope you find this information useful:

What if my child, or one of our family members, becomes ill?

Any individual with symptoms, or individuals who have tested positive in the last 7 days, must not enter school grounds. Any individual with symptoms must self-isolate for 7 days. If a member of a household has symptoms all members of the household will be required to self-isolate for 14 days. Parents should inform the school as soon as they are able to.

What will happen if a child becomes ill in my child's class/bubble?

If any pupil or adult in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they will be sent home immediately. They must follow the 'stay at home' guidance (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>), meaning they must self-isolate for at least 7 days and should arrange to have a test. They can return to school if test is negative and they feel well enough to do so.

When contacted by school if their child is displaying symptoms, a parent must arrange for their child to be collected immediately and directed to request Covid19 test <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>. Whilst awaiting collection, the child will be moved to the Deputy Head Teacher's Office, and be seated near the open windows. The child will be supervised by an appropriate adult, who will ensure they remain at least 2m away from the child. The child will be offered reassurance. If a toilet visit is needed, the adjacent toilet should be used. The supervising adult must wear PPE (face mask, disposable gloves, and disposable apron)

Once the child has been collected, any facilities/areas which have been used will be fully cleaned with disinfectant before being used by anyone else. If this cannot be done immediately, a sign will be placed on the door to advise others not to enter.

Children and staff in the same bubble as the individual displaying symptoms should wash their hands immediately; they should not return to the classroom until the room has been cleaned.





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Adults and pupils who have been in close contact with the symptomatic child do not need to go home to self-isolate unless they develop symptoms themselves, if the symptomatic person subsequently tests positive, or if they have been requested to do so by Test and Trace.

All those who have been in contact must immediately follow the good hand hygiene procedures.

Do they need to wear uniform?

- **Daily uniform** -Full school uniform, including school shoes, should be worn from September 2020 and the government guidance states that it does not need to be laundered more frequently than usual. Jewellery is not permitted for pupils and they are advised not to wear a watch at the current time.
- **Hair**- Long hair should be tied away from the face.
- **PE uniform**- Pupils should come to school in an outdoor kit on the days they have PE.-this could consist of a school PE t-shirt, school jumper or tracksuit top/hoodie, trainers and tracksuit/ jogging bottoms. There will be no PE in the first 3 days.

How should we travel to school?

- We encourage all parents to walk or cycle to school to reduce congestion, help the local environment and improve fitness.
- Social distancing should be maintained in the car park at all times.
- Off-site visits will only go ahead when transport is not required. Swimming lessons will not take place initially; this will be reviewed in October.

What are the staggered arrival and departure times for each class/bubble?

Nursery am	8.30am	11.30am
Nursery pm	12.15pm	3.15pm
Reception	8.30am	2.30pm
Rousseau	8.45am	2.45pm
Mondrian	9am	3pm
Constable	9.15am	3.15pm
Kandinsky	8.45am	2.45pm
Seurat	9am	3pm
Picasso	9.15am	3.15pm
Himid	8.45am	2.45pm
Dali	9am	3pm
Caravaggio	9.15am	3.15pm

- Children wait in designated lines under supervision of member of staff on field until all arrive or are collected- regardless of weather.
- Senior members of staff to greet pupils on driveway to encourage positive dispositions and morale and monitor movement and wellbeing.
- Staff escort children in “bubbles” into school.
- Children should bring minimal resources to school. Coats and essential bags to be placed in classroom at a distance from other people’s belongings.





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- Essential pupil medication etc must be handed to the staff on the drive to school and should be clearly labelled with the child's name and details.
 - School meal payments should be made online via the school app - no money will be exchanged in school unless in exceptional circumstances.
 - Parents/ carers must not enter the school office area. All communication should be done via email or telephone, except in an emergency.

We fully understand and appreciate that the new arrangements surrounding the staggered arrival and departure times of the children will prove challenging, but please know that the safety of our children, families and staff is paramount. The arrangements currently in place comply with government guidelines and, at present, are ways the staff and governors feel they can best provide the safest school environment. Thank you in advance for your patience and support in working with us at this unprecedented time. We will carry out reviews at the earliest opportunity and keep you updated.

Do I have to send my child to school?

Usual attendance procedures will be implemented from 1 September 2020.

School will work with families to alleviate any anxieties they may have regarding children returning to school.

It is, however, understood that in a small number of cases specialist health professionals may advise that a pupil remains at home for health reasons or to self-isolate.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, home learning support will be provided by school.

What will happen at lunchtime?

School lunches - The schools meals service will resume the provision of hot lunches. An adapted lunch timetable will be introduced to avoid mixing bubbles. Lunches should be paid for online via the school app.

Packed lunches - Children may bring a healthy packed lunch from home in a plastic wipeable box. All leftovers and rubbish must be taken home. Only water should be provided as a drink.

Tables and chairs to be cleaned after each use

Supervision - 2 lunchtime staff to be in hall throughout lunch and two in each designated play area.

Teachers to escort groups to and from hall for lunch and from designated play area back to classroom

Staff to supervise pupils eating lunch in classrooms.

Water - Children must bring a washable water bottle, clearly labelled with their name. This should be taken home to be washed daily.

What hygiene measures are in place? What are you doing to keep the school clean?

- We have hygiene kits in each classroom, including cleaning products and equipment. Surfaces are cleaned regularly and all equipment is cleaned in between use.
- Additional cleaning will be carried out across the day throughout the school, an extra cleaner will be on site between 9.30 and 2.30 to clean door handles, switches, surfaces, toilets, finger plates, photocopiers etc.
- Children are expected to wash their hands multiple times throughout the day; members of staff will be available to support and supervise handwashing where it is appropriate and we have visual reminders in all toilets, sink areas and around school about developing robust and effective handwashing routines, including





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educating the children of the importance of good hand hygiene.

- We have supplies of hand gel throughout the school and children are expected to use this regularly (in addition to handwashing).
- Most soft furnishings have been removed from classrooms.
- Toys and equipment- Limited toys/equipment will be made available. Toys/equipment will be allocated to a small group and before they are used by another group they will be cleaned.
- There will be no access to sand, water or malleable materials areas.
- IT equipment will be cleaned after each child has used it.
- Resources that are shared between class bubbles, (e.g. sport, science, art equipment,) should be cleaned after each use
- Each bubble will use designated play equipment during breaks and this should be cleaned regularly. The adventure trails, tyres and outdoor gym equipment must not be used.

Does my child need to bring in their own stationery?

- Stationery/pencil cases **must not** be brought into school from home. Stationery will be provided by school. Your child will use their own allocated stationery stored in named, A4 plastic wallets, which are to be wiped daily. When this is not possible, (most notably with YN pupils,) limited stationery resources will be made available. Groups of children accessing a set of stationery should be kept to a minimum; the same group should use allocated stationery to reduce use by multiple children. Whenever possible, resources should be cleaned before being used by another child/small group of children. Staff should not share stationery.

Will my child bring a reading book or homework home?

- Yes, reading books and homework resources will be sent home. When they are returned they will be laid aside for at least 72 hours before they are handled.
- Online homework will also be set where appropriate and will be monitored by the class teacher.
- Your child's class teacher will send a welcome letter home at the beginning of term. This will be in place of the Curriculum Evening that we would have ordinarily have had during the second week. The letter will include details of curriculum content, class routines and arrangements; such as water bottles, reading books, homework and PE days.

How will you make sure children socially distance from each other?

- Children will be grouped into "bubbles" and the movement between bubbles of children and staff will be kept to a minimum. They will have their own designated play areas and toilets. Start and departure times will be staggered for each bubble, as will playtimes and lunchtimes. Wherever possible, resources will only be used within each bubble.
- Children will be encouraged to remain a safe distance away from adults. Children will also be encouraged not to have physical contact with one another, although it is recognised that younger children will find this more difficult.
- Furniture in classrooms will be arranged, as far as is possible, to allow children to be seated side by side,





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facing the teacher, rather than facing one another at close proximity. Children will be allocated a seat in the classroom and, as far as possible, will remain in this seat. If children need to move tables during the day, the table/chair will be cleaned in between.

How will you support my child's well-being on their return to school?

We have well-established systems in place to support the mental well-being of our children

We will ensure pupils feel emotionally settled and secure by providing opportunities in the first term

- to adjust to returning to school
- to discuss anxieties
- to re-establish behaviour expectations
- to access additional support, e.g. online wellbeing resources, school counsellor, well-being ambassador.

Well-being will be a whole school focus during autumn term, where we will focus our energy and thoughts towards strategies for supporting our wellbeing and character strengths. Lots of discussions and activities will take place to give our children the opportunity to explore our school values and mission statement and how they can help us with our well-being. It will help to re-establish relationships and set the tone for the new school year.

- The Personal Social and Health Education curriculum will be in place and modified, as needed, to address the needs of pupils as they are identified.

Sensory room made available, as necessary.

Rainbows, Sunbeams Nurture Groups and other appropriate support groups will be established as the need arises.

What will my child be taught and what if they've fallen behind?

Although there'll need to be some changes to reflect the teaching time that was lost during lockdown, we'll still be doing our best to provide an ambitious, broad curriculum.

Our current plan is:

- To assess the children on their return to school to identify their starting points and gaps in their knowledge created over lockdown
- Based on assessment outcomes, for those children that have the biggest gaps in their learning, develop a "bounce back" programme that
 - Is **intense and time limited**, so that pupils return to the same work as their peers as soon as possible.
 - Is based on **proven** intervention programmes.
 - Is focused on **key knowledge and concepts** and is **direct**.
 - Addresses **specific** gaps.
 - Is delivered by well-trained and **effective staff**.
 - Is focused on building on **success**.
 - Provides opportunities to **practise and apply** learning.





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- Leads pupils to return quickly to **first wave teaching**-,with the possibility of **pre-and post-teaching** in class lessons.
 - We shall consider catch-up sessions within lessons- small group or 1:1 support from the teacher during task phases in lessons.
 - “Same Day” intervention for learning aligned to learning going on during the rest of the same day. This should be focused on individual study.
 - We shall consider 1:1 or access to small group tutoring - with possible support from National Tutoring Programme.

Please be assured that as always, we will plan carefully for the needs of our children so they can realise their full potential.

We understand that many children may have some concerns or anxieties about returning to school and we would like to reassure you once again that their well-being is our priority. We will do all we can to fully support them so that they feel happy, safe and secure on their return. We will do our utmost to create an environment where our children will feel ready to learn and embrace school life again.

We're extremely grateful for all of the support we've received so far from the school community. We'll continue to keep you updated on our plans, or if we need to make any changes due to new or updated government advice.

Kind regards,

Mrs E Maher
Acting Head teacher

